 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

**Position Title: Principal Human Resource Officer**

**Division/Section: Corporate Services Division**

**Salary Grade: A16, $50,296.00pa**

**Location: Gov’t Bldg. Level 1.**

**Position Code: BS001098**

**Supervisor Code: BS001005**

|  |
| --- |
| Overview of Ministry |

The Samoa Bureau of Statistics is the leader in providing relevant, quality statistics for the benefit of Samoa. This will be achieved through its mission to help users make informed decisions and track progress by providing relevant, quality statistical information and services from a statistical system developed through effective partnerships.

|  |
| --- |
| Purpose of Position |

The Principal HR Officer primary role is responsible about HR policies and practices focused on improving performance of employees, maintaining high level of employee’s satisfaction and designing the unique corporate culture and shall manage and facilitate further development and implementation to assist with the establishment of a performance oriented workforce.

|  |
| --- |
| Key Relationships |

**Responsible to:**ACEO Corporate Services

**Responsible for:**Senior HR Officer, Record Management Officer, Executive Assistant, Receptionist and Tea Lady (5 employees)

**Functional relationships:**Internal: Government Statistician, Management and Staff of SBS

External: PSC and MOF SBS Stakeholders,

|  |
| --- |
| Key Responsibilities |

**KRA 1: Facilitate General Staff Recruitment and Selection Process**

* Process number of vacancies with divisions and work together with line managers.
* Develop analysis and prepare Job Analysis and Job Descriptions for permanent positions.
* Liaise with PSC on proposed temporary positions (enumerators) for surveys.
* Monitor compliance to the Recruitment & Selection Manual 2016.

**KRA 2: Compilation SBS HR Quarterly Report**

* Compile and report related activities on staff recruitment and selection, working condition and entitlement, allowances and appeals within the quarter.
* Report back HR related issues and actions taken to address those issues with regards to consistency and compliance of policies and regulation.
* Report on staff engagement with workshops and seminars by virtual and face-face session.

**KRA 3: HR Policy advice**

* Inform the staff on changes in HR policies and plans direct from Public Service. Commission. (refer policies on PSC Working Condition and Entitlement Manual)
* Rollout programs on these changes on policies HR related.
* Attend HRC Forum on a quarterly basis to raise issues pertaining to services from PSC and response to issues raise from line ministries.
* Edited and draft Cabinet Submission of Contract Employees on duty travel.

**KRA 4: Facilitate Staff Training and Development Program**

* Conduct new recruits induction program within six months of recruitment.
* Facilitate refresher training on HR systems such as PAS, R&S and HR policies related.
* Continuous learning session for returnees from overseas workshop and training to transfer knowledge to their colleagues.
* Perform awareness and induction session of enumerators or survey temporary staffs.

**KRA 5: Facilitate Staff Performance Appraisal System**

* Develop program and refresher session to raise staff awareness on PAS
* Ensure to facilitate the Performance Appraisal System within the office, for compliancy and consistency on an annual basis and 6 months reviewing processes.
* Follow up on learning and development needs of staff.

**Job Competencies/Specifications)**

|  |  |  |
| --- | --- | --- |
| **MERIT** | **Job Competencies** | **Descriptors** |
| **SKILLS & ABILITIES** | 1. Strategic Thinking Skills 2. Building and sustaining relationships      1. Problem Solving 2. Reporting Writing | * Understand the Bureau direction and sets tasks that are align with the strategic objectives. * Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence. * Understands the relationship between self and organizational goals. * Determined and passionate in meeting operational goals and possesses a positive attitude towards change. * Create staff dialogue continuous learning session aim at knowledge sharing from trained employees to other co-workers. * Develop effective developing tools and methods to target employees learning development needs identified. * Design training Database for staff attending overseas meetings/seminar/conference and workshops/ training annual basis. * Monitor progress and determine deficiency of the training as reported. * Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context. (HR Policies vs Self policies) * Undertake impartial research and being able to apply analytical thinking in assessing the pros and cons of situation based on documented proof and rules. * Understands theoretical side of matters and application in practical situations on arising * Able to present short, sharp concise document for a purpose and audience. * Plan and outline series of actions, gathered facts, evident based for documentation. * Contextualize ideas and thoughts align by existing regulations and laws governed the Public Services. |
| **PERSONAL ATTRIBUTES** | 1. Commitment and Personal Drive 2. Integrity 3. Intellectual and Judgment 4. Creativity and Innovative | * Willing to go the extra mile to ensure success in all aspects of the divisional goals and projects. * Self-driven and results oriented to achieve divisional and organizational goals. * Is able to hold in high regards provisions of the Statistics Act 2015 in guarding the confidentiality of information collected. * Displays a professional manner in carrying out duties and responsibilities at all times. * Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times. * Is a trustworthy individual and can be relied on to uphold the Bureau’s credibility. * Exercises good judgement in decision making in developing appropriate and concrete solutions/ interventions. * Exhibits good analytical, statistical and conceptual skills and applying intellect and knowledge in identifying issues. * Identify and understand critical factors affecting the work environment and its impact on the division. * Developing innovative ideas/ methods on how to improve the quality management of all survey activities. * Motivate and encourage staff to formulate new ideas to improve on the collection and compilation of economic statistics. |
| **EXPERIENCE & PASTWORK PERFORMANCE** | Experience & Past Work Performance | * At least five years as a senior officer undertaking administration and human resource tasks and duties. |
| **QUALIFICATIONS** | Minimum qualification of a bachelor’s degree in management, human resource and public policy. | Refer Form 2: Application Form |